



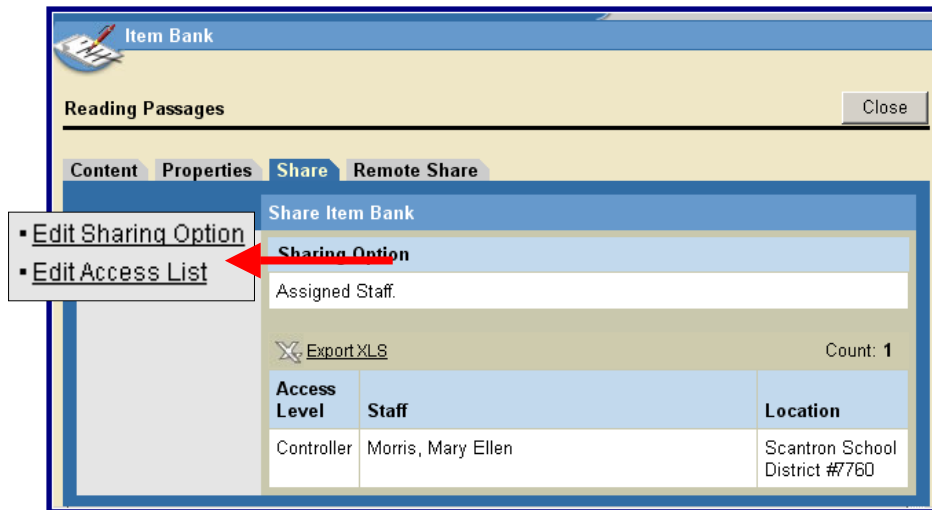
## ACHIEVEMENT SERIES

### Sharing Item Banks Within A District or School

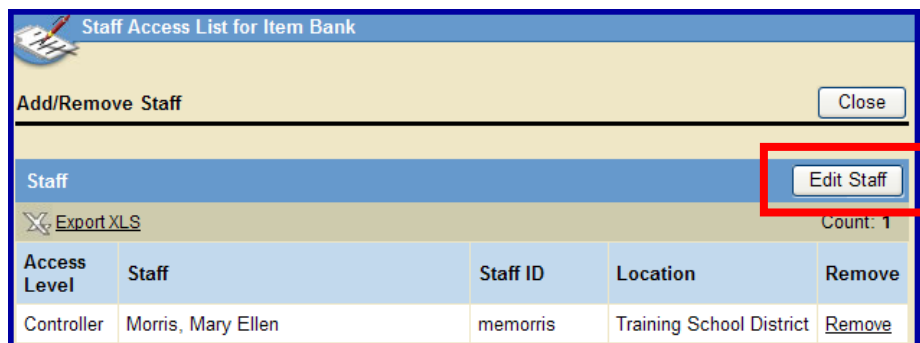
#### Section 1: Sharing an Item Bank with *specific* Staff Members

The creator or controller of an Item Bank can share it internally within a District or School in order to collaborate on the creation, editing, and/or review of items. Location Controllers are by default controllers of Item Banks at their sites or below.

1. Login to Achievement Series and select **Item Banks**.
2. In the list of Item Banks, click the Item Bank name to select it.
3. Select the **Share** tab and then click **Edit Access List**

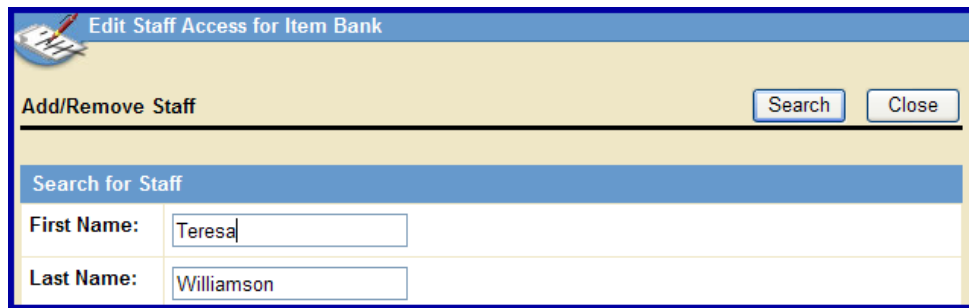


4. Select **Edit Staff**.



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5. In the Search for Staff section, enter the **First** and/or **Last Name** of the Staff member with whom you want to share the Item Bank. Then click **Search**.



**Edit Staff Access for Item Bank**

Add/Remove Staff Search Close

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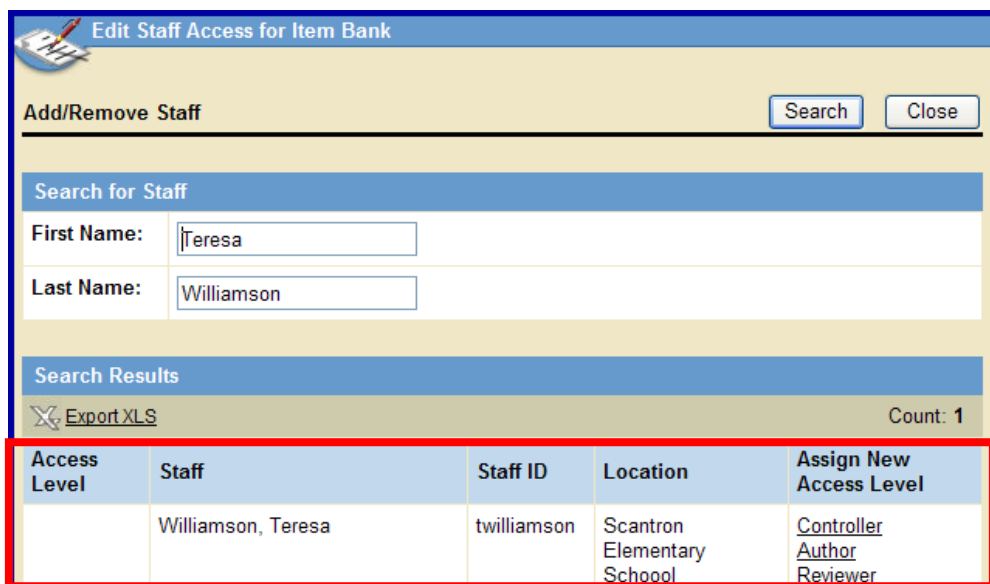
**Search for Staff**

First Name:

Last Name:

6. When the individual's name appears, select an appropriate **access level**.

- **Controller:** Create, Modify and Delete items  
Can Delete the entire Item Bank  
Add Comments & Bias Notes to Items  
Access Items to Create Tests
- **Author:** Create, Modify and Delete items  
Add Comments & Bias Note  
Access Items to Create Tests
- **Reviewer:** Can View Items Only (No Editing Rights)  
Add Comments & Bias Notes to Items  
Access Items to Create Tests



**Edit Staff Access for Item Bank**

Add/Remove Staff Search Close

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**Search for Staff**

First Name:

Last Name:

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**Search Results**

 Export XLS Count: 1

Access Level	Staff	Staff ID	Location	Assign New Access Level
	Williamson, Teresa	twilliamson	Scantron Elementary School	<a href="#">Controller</a> <a href="#">Author</a> <a href="#">Reviewer</a>

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7. Review the *Access level* for the Staff member on the next screen that appears.

Note: To remove access to the Item Bank, click **No Access** for this person.

Access Level	Staff	Staff ID	Location	Assign New Access Level
Author	Williamson, Teresa	twilliamson	Scantron Elementary School	<a href="#">No Access</a> <a href="#">Controller</a> <a href="#">Reviewer</a>

8. After setting up the Staff member's access to the Item Bank, click **Close**.

9. At the next screen you can Click **Close** to finish.

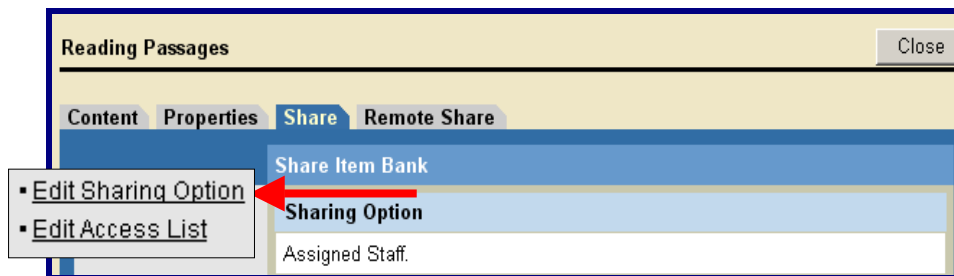
Note: You can also click **Edit Staff** to setup more staff access to the Item Bank.

Staff Access List for Item Bank				
Add/Remove Staff				Close
Staff				Edit Staff
Export XLS				Count: 2
Access Level	Staff ▲	Staff ID	Location	Remove
Controller	Morris, Mary Ellen	memorris	Training School District	<a href="#">Remove</a>
Author	Williamson, Teresa	twilliamson	Scantron Elementary School	<a href="#">Remove</a>

## ACHIEVEMENT SERIES

### Section 2: Sharing an Item Bank *globally* with General Staff Members.

1. Login to Achievement Series and select **Item Banks**.
2. **List** the Item Banks. Then click the Item Bank name to open it.
3. Select the **Share** tab and click **Edit Sharing Option**.



4. Select the appropriate sharing option for this Item Bank.
  - A. **Selected Staff Access (Assigned Staff Only)**
  - B. **Location Access (Default Reviewer or Author)**

Location Access Reviewer or Author status provides global access to the Item Bank. This is an easy way to give all teachers access to the Item Bank.

A screenshot of the 'Sharing Options' dialog box. It has a title bar 'Sharing Options'. Below it are two main sections: 'Selected Staff Access' and 'Location Access'. Under 'Selected Staff Access', there's a radio button for 'Assigned Staff' which is selected. Below it, text says 'Staff members selected on the access list have access.' Under 'Location Access', there are two radio buttons: 'Default Reviewer' and 'Default Author'. Below 'Default Reviewer', text says 'All staff at or below this location have at least reviewer access. Reviewers have rights to view but not edit content. Staff members selected on the access list continue to have access.' Below 'Default Author', text says 'All staff at or below this location have at least author access. Authors have rights to view and edit content but not to assign access to other users. Staff members selected on the access list continue to have access.'

#### C. **Locked Access**

- ☐ Controllers Only have access to the Item Bank.
- ☐ Controllers have editing access. Others on access list can view only.

A screenshot of the 'Locked Access' dialog box. It has a title bar 'Locked Access'. Below it are two radio buttons: 'Controllers Only' and 'Controllers Only, View-Only Access For Others'. Below 'Controllers Only', text says 'Only controllers have access. Staff members selected on the access list do not have access if they are not controllers.' Below 'Controllers Only, View-Only Access For Others', text says 'Only controllers have editing access. Authors and reviewers both have view-only access. Staff members selected on the access list as authors or reviewers will only have view-only access.'

## A C H I E V E M E N T   S E R I E S

### **Project Idea: Create District Item Banks for Teacher Utilization District-wide**

Solicit teachers (District-wide) to help in the creation of items to assess standards for a specific Subject and Grade. After an *open* period in which teachers can submit items for consideration, the Item Banks will be 'locked' while the items are analyzed by a Curriculum – Assessment team. Best items will be retained, while other items will be modified as needed or deleted if deemed unacceptable. Finally, the Item Banks will be made available to any in the District to use in the creation of classroom assessments.

1. Create an Item Bank at the District level for a single Subject – Grade.  
Example: Math Grade 2 Number Sense

2. Share the Item Bank with curriculum leaders as **Assigned Staff**.

For example, share an Item Bank named “Math 2 Number Sense” with the Elementary Math Curriculum Directors. Give these person(s) Author access.

3. Share the Item Bank globally with teachers. Select **Location Access: Author**.

This option actually gives *all* teachers in the District unlimited access to the Item Bank in order to add, modify and delete items. You should only notify the appropriate Subject – Grade level teachers to contribute to specific Item Banks.

4. Provide guidelines to teachers for creating items.
  - Provide specific naming conventions for Item IDs, Item Names, Keywords.
  - Specify the Item Properties to select or setup
  - Specify any special formatting conditions

5. After a designated cutoff date, modify access level to **Assigned Staff Only**.

Now the Assigned Staff (Elementary Math Curriculum Directors, for example) will review all items and will determine the final set of items.

6. When the Item Bank is ready to release to globally to teachers to use in creating classroom tests, then share as follows: **Location Access: Author**.